



IFCI Infrastructure Development Limited (IIDL)

(A SUBSIDIARY OF IFCI LIMITED, A GOVT. OF INDIA UNDERTAKING)

IFCI Tower, 7th Floor, 61, Nehru Place, New Delhi-110019
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CIN: U45400DL2007GOI169232

IIDL/CS-IA/2022-23/Internal Audit

Dated: August 22, 2022

Sub: Request for Proposal (RFP) for Appointment of Internal Auditor for IFCI Infrastructure Development Limited (IIDL)

IFCI Infrastructure Development Ltd. ("IIDL"), a subsidiary of IFCI Ltd. - a Government of India Undertaking, is one amongst the few institutional players in the Infrastructure & Real Estate sector.

IIDL invites applications from eligible Firms of Chartered Accountants/ Cost Accountants for their appointment as an internal auditor for the financial year 2022-23 extendable for one more financial year on satisfactory services for conducting Internal Audit for operations of IIDL including IIDL Suites, Serviced Apartments as per the scope of work given in Annexure-I and II.

Interested firms should provide necessary details in the attached format (Form A & B) based on which IIDL will shortlist the internal auditor.

IIDL reserves the right to accept or reject any proposal without assigning any reasons or explanation.

Please note that the process can be cancelled by IIDL on its own discretion.

Last date of submission of application is by September 07, 2022 till 2.00 PM at the address mentioned below:

**IFCI Infrastructure Development Ltd. (IIDL)
7th Floor IFCI Tower, 61 Nehru Place
New Delhi-110019**

Any application received after due date will be summarily rejected. IIDL shall not be responsible for the late delivery of the application.

Eligibility/Evaluation Criteria

Minimum Eligibility Criteria:

The Firm of Chartered Accountants/Cost Accountants should inter alia satisfy that:

- The Firm should be based or shall have an office in Delhi/NCR.
- The firm should be empanelled with CAG.
- No. of years of firm existence should be more than 10 years.
- Experience of conducting statutory/internal/concurrent audit of a real estate company and of a hotel having 3-star rating & above.
- Having minimum 4 full time Chartered Accountants including 3 partners exclusively associated with the firm for at least 3 years.
- Having minimum 8 professional experienced staff consisting audit and article assistants with knowledge of book-keeping and accountancy and engaged in on-site audits.
- Firm must have CISA/DISA qualified partner(s)/staff.
- Firm should not be (current) Statutory Auditors of the IIDL or its subsidiary and should not have been Statutory Auditors of the Company for the last 2 years.
- Firm should have experience of conducting internal and statutory audit of at least two Public Sector Enterprises / Banks/ FIs and a hotel of repute.
- Firm or any partner of the firm should not be banned/blacklisted by any Government Organization, PSU, CAG, RBI and IBBI in respect of any job/assignment/conduct.

GENERAL CONDITIONS:

- 1 The Applicant should be a firm duly incorporated/registered in India under the relevant law. (A Partnership Deed or any other relevant document shall be submitted).
- 2 The Applicant should have a valid GST registration certificate.
3. The Contract will be initial for a period of one year and could be extended by another year after satisfactory performance of the auditor.

Other Conditions for Application:

1. The Applicant shall bear all costs associated with the preparation and submission of its response to this RFP. IIDL will in no case be responsible for these costs, regardless of the conduct or outcome of the RFP process.
2. The application duly completed, numbered and signed by the authorized signatory should be submitted in the following manner:
 - (a) Sealed Envelope-I containing Form-A -Technical Bid.
 - (b) Sealed Envelope-II containing Form B – Financial Bid.
 - (c) Sealed Envelope-III containing sealed envelopes of Technical and Financial bids subscribing **"Appointment of Internal Auditor for IIDL"** on the top of the envelope and addressed to **"The Managing Director, IFCI Infrastructure Development Limited (IIDL), 7th Floor, IFCI Tower, 61, Nehru Place, New Delhi-110019"**.
3. The sealed cover shall be sent either by speed post or may be dropped in the drop box marked as **"IIDL" located at 7th Floor, B-Wing, IFCI Tower, 61, Nehru Place, New Delhi- 110019** on or before the last date mentioned in this document.
4. The application shall be submitted only as per the enclosed format (s) along with annexure(s), self-attested documentary proof(s) in respect of the details furnished in the application form. Incomplete applications will be summarily rejected.
5. The application shall be signed by the authorized person (s) of the Consultant/Firm. All pages of the documents shall be signed / stamped.
6. Proper due diligence should be exercised before providing information against the RFP. Only relevant and precise information should be provided.
7. Internal Audit has to be completed within 30 days from the end of each quarter of the financial year.
8. At any time prior to the last date for receipt of offers, IIDL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP document and all formats including annexure by issuing clarification(s) and/or amendment(s). Any corrigendum would be uploaded on the website of IIDL or CPP portal and prospective bidders may please keep themselves updated. In order to provide prospective Applicants reasonable time to take the amendment into account in preparing their offers, IIDL may, at its sole discretion, extend the last date for receipt of offers and/or make other changes in the requirements set out in the RFP. While this RFP has been prepared in good faith, neither IIDL nor its employees make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law,

statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part. Applicants who are willing to work with IIDL may kindly send their application in line with the aforesaid requirements.

9. The Last date for submission of application is September 07, 2022 till 2.00 P.M. The date and time of opening of application is September 08, 2022 at 4.00 P.M. on IIDL office, IFCI Tower, 61, Nehru Place, New Delhi.
10. Submission of Application shall not automatically constitute qualification for evaluation.
11. IIDL reserves the right to reject any or all Application, or to annul the selection process and reject all the Application, without incurring any liability to the affected applicants, nor does it have any obligation to inform the Applicants the grounds for such action.

Sd/-
Authorized Signatory

(On letter head of Firm)

Appointment of Internal Auditor of IIDL for FY 2022-23

Form A – Technical Bid

1. Information

Sl. No.	Particulars	Supporting Documents required to be submitted along with this form
1.	Name of Firm	
2.	Date of establishment of Firm	
3.	Firm's Registration No. (Attach Copy of Registration No.)	
4.	Address of Firm with Tel no., Mobile No., Fax. No., email address.	
	Head Office	
	Branch Offices	
	1.	
	2.	
	(Particulars of each branch to be given)	
5.	Firm Income Tax PAN (Attach Copy of PAN Card)	
6.	Firm's GST Registration No. (Attach Copy of Registration)	
7.	Turnover of the Firm in last three years:	
	FY 2019-20	
	FY 2020-21	
	FY 2021-22	
8.	Experience of statutory/internal/concurrent audit of real estate company and of a hotel having 3-star rating & above. (Please attach list of companies along with supporting documents)	
9.	Number of Full Time Partners associated with the firm	
	No. of FCA associated with the firm,	
	No. of ACA associated with the firm,	
10.	Number of the professional experienced staff consisting of audit and article assistants with the knowledge of book keeping and accountancy	

11.	Whether Firm or its partner is qualified for being appointed as internal Auditor as per ICAI guidelines.	YES/NO
12.	Whether Firm or its partner is banned/blacklisted by any Government organization, PSU, C&AG, RBI and IBBI in respect of any Job/assignment/behaviour.	YES/NO
13.	Empanelment with C&AG	Please attach proof
14.	Experience of conducting internal and statutory auditor of Public Sector Enterprises / Banks / FIs	
15.	No. of CISA/DISA qualified Partner(s)/staff	

2. Relevant information about partners exclusively associated with the firm for the last three years

Sl. No.	Name of Partner	Length of association with firm (in years)	FCA year and M.no.	ACA year and M.no.	Relevant experience	Full Time/ Part Time	Contact No.

3. Details of Qualified Staff (Chartered Accountants) other than stated above

Sl. No.	Name of Staff	Length of Association with the Firm (in years)	Educational qualification	Area of Key Expertise	M. No.	Relevant Experience

4. Experience of audit (experience of conducting internal and statutory audit of at least two Public Sector Enterprises / Banks/ FIs and a hotel of repute)

Sl. No.	Name of the Auditee	Type/Nature of Assignment	Duration of Assignment

Copy of proof of various empanelment and proof of allocation/allotment of audit assignments mentioned above must be annexed with the application.

Declaration:

1. We confirm that the information furnished herein is correct and fair in all respects and we have all the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, IFCI Infrastructure Development Limited is free to initiate any appropriate action against us.

2. We further declare that neither the firm nor any partner of the firm has been banned/blacklisted by any Government Organization, PSU, CAG, RBI and IBBI in respect of any job/assignment/conduct.

**Partner
(Name)**

Date:

Place:

**(On letter head of Firm)
(in a separate sealed envelope)**

Appointment of Internal Auditor of IIDL for FY 2022-23

Form B- Financial Bid

To
Managing Director,
IFCI Infrastructure Development Limited (IIDL)
IFCI Tower, 61 Nehru Place
New Delhi – 110019.

Price Bid (Exclusive of taxes)

Sl. No	Description	Amount (in figures) All inclusive-cost	Amount (In words)
1.	Internal Audit of IIDL for FY 2022-23.		

Signature: -----

Name & Designation of the Authorized Signatory with seal: -----

Date: -----

Place: -----

IFCI INFRASTRUCTURE DEVELOPMENT LIMITED-"IIDL-HO"

Scope and Audit Responsibilities of Internal Auditors

Scope of Work

Purchase & Procurement

1. To check and verify:
 - all purchase orders;
 - whether all purchase are authorized and valid;
 - whether All P.O are raised as per approved D.O.P.;
 - where more than one quotation is not available, note for reason for single quotation has been provided and approved;
 - whether payments are made as per PO terms;
 - whether all purchases are recorded in the accounting system and in the appropriate period;
 - whether all payment for purchases is made only for goods actually received;
 - whether procurement policy of IIDL has been followed.
2. Ensure physically verification of inventory at regular interval at sites.

Project Management:-

1. To check and verify:
 - all contracts agreements/Work order issued are authorized;
 - all work orders/contract agreement entered into are in the interest of the company;
 - that where more than one quotations are taken from contractors and the same are techno-commercially evaluated. Check that where more than one quotation is not available, note for reason for single quotation has been provided and approved;
 - whether Contract Conditions are complied with: -
 - Check that the contractor has executed and submitted bank guarantee before the commencement of work. *(AS PER THE TERMS OF THE CONTRACT)*
 - Check that the contractor has taken insurance and submitted necessary documents as per the terms of contract
 - Check that certified (by both contractor and IIDL) measurement sheet is attached with R.A bill. Also check that R.A bills are attached with supporting as mentioned in the contract. Also check if PMC is appointed in a particular project than certificate from PMC is also attached and the verification of the same is also done in Head office
 - Check whether all statutory deductions like TDS, Labour cess etc. are made.
 - Check that retention money is held correctly as per the terms of contract. Also check that R.A bill has been calculated as per terms of the contract. *(Only for cases where such clause exists as per work order or agreement)*



- Check that the retention money is not returned to the contractor before the completion of the Defects Liability period. (*Only for cases where such clause exists as per work order or agreement*)
- Check that contractor payment is authorised as per the chart of authority before payment.
- Check that arithmetical accuracy of the R.A bill is checked before payment
- Check that the contractor maintains a Quality Manual for the project. Also check the measures and reports submitted by the contractor for Quality assurance. (*Only for cases where such clause exists as per work order or agreement*)
- Check that the contractor maintains a Site Safety Manual for the project. Also check the measures and reports submitted by the contractor for Quality assurance. (*Only for cases where such clause exists as per work order or agreement*).
- Whether variation orders are authorized.

Marketing Activities:-

1. To check and verify:
 - whether sale/ renting of flats/land/shops is approved from competent authority;
 - whether raising of demand and receipt of funds is as per agreed terms of contract.
 - Whether allotment of flat/shop/plot is only against application money as per the General Terms & Conditions;
 - whether all marketing expenses are approved

Fixed Assets: -

1. To check and verify:
 - additions/deletions/depreciation of fixed assets.
 - maintenance and updation of Fixed Asset Register.
2. Ensure physical Verification of Fixed Assets at least once in a year.

Finance & Accounts:-

1. Check and verify:
 - whether all bank & cash transactions are authorized;
 - whether all bank transactions are recorded accurately and in the correct accounting period;
 - bank Reconciliations;
 - whether control exists over custody of cheque book and cash is safeguarded;
 - all other expenses incurred as approval, reconciled with supporting details, management reviews/notings, supporting documentation before approving payments;
 - General Ledger Scrutiny;
 - Review of Journal Entries, Cash Book and Bank book.
 - Inter Unit Reconciliations.
2. Auditor must ensure:
 - Data is updated on regular basis;
 - Bills are properly checked in account department before entering in software;
 - payment is released after all statutory deductions;



- payments are made after due approvals

HR and Admin:-

1. To check and verify:
 - Payroll, attendance and leaves;
 - adherence to norms for PF and ESI;
 - compliance of provisions of Gratuity and Leave encashment;
 - checking of log book maintained for vehicles.

Statutory compliances:

1. To check and verify the compliance of Statutory obligations In the following areas:
 - Income Tax Act;
 - Goods & Services Tax Act (GST);
 - PE/ESI;
 - MSME Act;
 - Any Other project related statutory compliance etc.

General:-

1. To check and verify:
 - Whether all accounting policies and practices are being implemented and being followed in day to day accounting;
 - whether review of Budget & Actual figures provided by the respective departments;
2. Analysis of normal and abnormal losses and quantification in all possible areas.
3. Providing suggestion for optimum resource utilization.
4. Review and suggestion over the Internal Controls of the department.
5. Issue a certificate on the internal financial control as defined in the Companies Act.
6. Issue a certificate from the auditor for cash verification and cash reconciliation statement of every month.



Scope of Work –Serviced Apartments (IIDL)

A. SALES DEPARTMENT:

1. Review & report on whether contracts have been executed with the clients availing credit facilities.
2. Review and report whether credit facility extended are in line with the approved credit policy.
3. Review and report whether contracts with the OTA (Online Travel Agents) and LTA (Local Travel Agents) is executed and commission paid to them are in accordance with the agreement. Reconciliations with OTAs and LTAs are done regularly.
4. Review & report whether proper record is maintained for credit business covering minimum followings:
 - a) Credit Approval Form including market report on client.
 - b) Security Deposit.
 - c) Guaranty provided,
5. Review & report on timely assessment and review of the tariff rates offered to various clients.
6. Review & report on Security deposits and guaranty provided by corporate clients is checked and verified on regular basis.
7. Report all incidences of not invoking guarantee in case of delay in payments.
8. Review whether any commission is agreed/ given for corporate business.
9. Review & report the actions taken by the concerned sales person to ensure the timely settlement of all the overdue billing.
10. Review & report over Comparison made among Online Business, Corporate business and FIT (Walk in) Business.
11. Review record of clients visited on daily basis by sales team.
12. Review of the statement of the Complimentary Service (Room/ Taxi/ F&B/ Others) offered to guest.
13. Report and suggestion over Internal Controls of the department.

B. FRONT OFFICE:

1. Review and report on proper treatment of all following items with maintenance of proper record on daily basis to ensure there is no revenue leakage:
 - a) No Shows,
 - b) Cancellations,
 - c) Early Check Ins and
 - d) Late Check outs and
 - e) Extra Beds
2. Review and report over all allowances provided to the clients.
3. Review and report on maintenance of relevant documents at Front Office for all



corporate & non-corporate BTCs (Bill to Company) along with duly authorized KYC documents.

4. Review & report on reasonableness of Room tariff rates offered by Front Desk considering BFR (Best Flexi Rate) available and declared tariff Rates.
5. Review & report on control exercised while issuing room keys and maintenance of record for the same.
6. Review & report Daily Key Issuing Report with the Guest Check-in Report from hotel PMS.
7. Review & report on Record of No. of Pax for breakfast circulated by Front Desk to F&B Department.
8. Review and report on whether use of taxi service for guest is properly recorded and charged. If taxi is provided on complimentary basis then report whether it is properly authorized and documented.
9. Review & report on taxi vendor payments and revenues generated by the SERVICED APARTMENTS.
10. Review & report on proper record of vacant rooms is maintained in system and duly authorized by the General Manager of SERVICED APARTMENTS.
11. Review & report on completeness of documentation & reasonableness of the refunds to guests.
12. Review & report on timely settlements of IOUs.
13. Review & report on Front Desk Handover register for log records, comparing the logs with software and verifying the genuineness of software records.
14. Verification of details submitted to FRRO (Foreigners Regional Registration Office) in respect of foreign guests.
15. Review and suggestion over Internal Controls of the department.

C. BANQUETS:

1. Review & report on maintenance of Banquet Invoicing Register on daily basis which must contain minimum following details:
 - a) Bill No.,
 - b) MG & Actual Cover,
 - c) Name of Host,
 - d) Billing Instructions,
 - e) Mode of settlement,
 - f) Amount of the Bill.
 - g) Concerned Account Manager.
2. Review & report on proper documentations of the banquet functions.
 - a) Agreement/ contract,
 - b) Function Prospectus (FP),
 - c) Invoices,



- d) Settlement of the bill,
 - e) Cost Sheet
3. Review & report on Number of Pax Verification Report for each function.
 4. Review & report on reasonableness of the tariff rates offered for each function:
 - a) Veg Menu Functions,
 - b) Non-veg Menu Functions,
 - c) Liquor Functions.
 5. Review & report on reasonableness of use of outsourced manpower for functions.
 6. Review & report on documentation of use of outsourced vendor services.
 7. Review & report on completeness of documentation & reasonableness of the refunds to guests.
 8. Review & report on Service Recovery Report of Banquet.
 9. Review & report on Bar Inventory procedures.
 10. Verify banquets bookings, daily banquet registers, banquet food consumption, banquets consumables and mapping them with revenues.
 11. Report and suggestion over Internal Controls of the department.

D. FOOD & BEVERAGE (EPICURE)

1. Review & report on maintenance of Epicure (Banquet) Invoicing Register on daily basis which must contain minimum following details:
 - a. Bill No.,
 - b. Actual Cover,
 - c. Name of Guest/ Company in case of BTC
 - d. Billing Instructions, in case of BTC,
 - e. Mode of settlement,
 - f. Amount of the Bill.
 - g. Concerned Account Manager, in case of BTC.
2. Review & report on Service Recovery Report of F&B Outlet.
3. Review & report on control over Perishable items.
4. Physical verification of F&B stores, and accounting for excess/shortage, if any.
5. Review & report on complimentary (approvals etc.) to the guests.
6. Review & report on Liquor control –physical verification, Excise records, outlet records, consumption analysis.
7. Review and suggestion over the Internal Controls of the department.



E. PURCHASE & STORES

1. Review & report on validation of agreements with vendors for supplies.
2. Review & report on authorization of purchases:
 - a) Rate approval,
 - b) Requisition in Sage duly approved by GM,
 - c) PO duly signed by all concerned person,
3. Review & Report on procedure followed for receiving of material.
4. Review & report on PO status in Sage on monthly basis.
5. Review & report on process of issuing material to various departments.
6. Review & report on updating inventory status for material purchased & issued on daily basis.
7. Review & report on the inventory management as per the reorder level and crucial stock level.
8. Review & report on proper labelling and date of expiry of the packed inventory items.
9. Review & report on month end inventory.
10. Review and suggestion over the Internal Control of the department.

F. MARKETING

1. Review and report on the marketing strategy including digital marketing of the SERVICED APARTMENTS.
2. Review and Report on the business with new clients during the relevant period.
3. Review and Report with reason on the business with the existing clients left during the relevant period.
4. Review and report over the communications with the clients.
5. Report on the steps taken during the relevant period for augment of the brand value.
6. Review and report on the client relationship management system.
7. Review and report over the client feedback system and dealing with the situation where the client is dissatisfy.
8. Report and suggestion over the augment of the brand value of the SERVICED APARTMENTS.

G. HR AND TRAINING & DEVELOPMENT

1. Review & report on the report prepared by HR department with regards to marking off attendance in bio-metric system.
2. Review & report on compliances of applicable labor law in the organization.
3. Review & report on maintenance of documentation for applicable labor laws.



4. Review and suggestion over the Internal Control of the department
5. Review & Suggestion on training program.

H. HOUSE KEEPING:

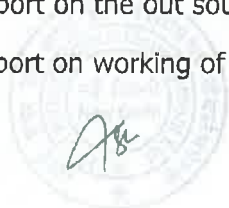
1. Review & report on procedure followed for Lost and Found items on monthly basis.
2. Review & report on consumables with the house keeping dept.–physical verification, record keeping etc.
3. Review & report on physical verification of House Keeping Inventory (Fixed Asset) on monthly basis.
4. Review & report on the documentation of the procedure followed for checking of rooms at the time of check-out, arranging the room for new customers, placing the room amenities, house-laundry, house keeper's occupancy report.
5. Review & report on treatment of discarded linen & uniforms.
6. Review & report on Work orders-tailoring, Carpet cleaning, garden maintenance.
7. Review & report on Physical Verification and maintenance of records of room equipments.
8. Checking of Daily Housekeeping registers for all the rooms of the property and verifying occupancies with the software & system records.
9. Review & report on documentation of timely cleanliness of various areas in the property.
10. Review and suggestion over the Internal Control of the department

I. ENGINEERING

1. Review & report on Physical Verification and maintenance of records of property plant & machinery.
2. Review & report on all the Annual Maintenance Contracts (AMCs) for the P&M.
3. Vendor Evaluation, selection and performance assessment procedures.
4. Review of Guest complaint with its response time.
5. Checking of Engineering register for log items, consumption of diesel, consumables, electricity and mapping the same with daily revenues.
6. Review and suggestion over the Internal Control of the department

J. SECURITY:

1. Review & report on the visitor's register maintained.
2. Review & report on material register maintained.
3. Review & report on the out sourced man power register maintained.
4. Review & report on working of various cameras installed in the property.



5. Review & report on the log books of various vehicles in the property.
6. Review & report on the verification of vacant rooms on daily basis.
7. Review and suggestion over the Internal Control of the department

K. IT DEPTT

1. Review & report on physical verification of IT inventory on monthly basis.
2. Review & report on all the Annual Maintenance Contracts (AMCs).
3. Review and suggestion over the Internal Control of the department

L. ACCOUNTS & FINANCE:

1. Cash & Bank:

- a) Review & report on physical cash verification and cash reconciliation statement on monthly basis at all levels.
- b) Review & report on Daily Cash transactions, approval of vouchers, and completeness of supporting documents for cash receipts and cash payments at all levels.
- c) Review & report on timely settlements of IOUs.
- d) Control over stock of Cheques and its utilization.
- e) Control over receipt of Cheques.

2. Fixed Assets:

- a) Review of Procurement Process
- b) Emergency sanctions
- c) Capitalization
- d) Fixed Assets Register
- e) Depreciation Accounting
- f) Adequacy of Insurance cover & Risk Covered.
- g) Disposal and write offs

3. Statutory Compliance

Compliance with regards to timely deposit of statutory dues in government treasury and filing of returns etc under:

Income Tax Act

Sales Tax Act

Goods & Services Tax Act (GST)

Pollution Control

Prevention of Food and Adulteration Act

ESIC/E.P.F. Act

MSME Act

Any other Act applicable

4. Trial Balance

- a) Review of Journal Entries, Cash book, and bank book
- b) Verification of expenses with regards to system, procedure and propriety.
- c) Inter Unit Reconciliation – SERVICED APARTMENTS and H.O.
- d) General Ledger Scrutiny

5. Foreign Exchange Transactions

- a) Review & report whether inward/ outward remittances have been properly accounted for.
- b) Review & report on Foreign Exchange Commission earned.
- c) Review & report on treatment of Foreign exchange gain/loss.

6. General

- a) Verify all accounting policies and practices being implemented and being followed in day to day accounting.
- b) Analysis of normal and abnormal losses and quantification in all possible areas.
- c) Checking of Salary calculations & payments to permanent employees as well as outsourced employees.
- d) Checking vendor payments with invoices and calculations presented.
- e) Verify Bank Reconciliation Statement (BRS) for each month
- f) Verify TDS / GST deposit and Returns.
- g) Checking daily night audit reports.
- h) Credit card slips and batch settlement reports are maintained properly.
- i) Checking daily revenues along with expenses, mapping of expenses to revenues, detecting of discrepancies on daily accounts between revenue & expenses.
- j) Checking the action for recovery pending more than one month.
- k) Advances received are accounted properly.
- l) Checking of the payment pending for more than one month
- m) Review and suggestion over the Internal Control of the department

Reporting of frauds

Whenever any fraudulent transactions are detected by the Internal Auditors such matters should be immediately reported by way of a special report to the Managing Director or any other official authorized by Managing Director.

Accountability

The Internal auditors should audit in diligent manner and free and frank views should be given in the report and the auditor will be responsible for any material omission or commission under their internal audit. Any error to detect revenue leakages shall attract penalty on the internal auditor to the extent of 25% of his annual fee for the relevant year.

Follow up and monitoring

The responsibilities for follow up and monitoring of Internal Audit shall be with the officer handling the Department or any other official authorized by Managing Director on his behalf.

It is pertinent to mention here that the basic purpose behind internal audit is to shorten the interval between a transaction and its examination by an independent person not involved in it. The emphasis is clearly on substantive checking of all key areas of branch operations rather than test checking / checking on sample basis. It is, therefore, an important prerequisite for the internal auditor to equip / keep himself / herself updated about all changes systems & procedures from time to time.

